

Minutes of ESD Safety Committee Meeting 19 December 2007

Attending: **Jil Geller, Tim Kneafsey, Seiji Nakagawa, Vivi Fissekidou, Tom Daley**

Critical Items:

1. **SAA Problem:** A waste approaching 365 days accumulation time was found in an ESD SAA. The waste was picked up by Waste Management. Vivi informed the Department Head. Jil will meet with LLPI to discuss issues for maintaining SAA and how to resolve.
2. **Guest Injury** – Reviewed first-aid injury of guest, who had back pain after lifting 5 gallon bucket filled with water and reported to medical. Had previously hurt back when lifting larger (20 gallon) tank. Lab protocols were revised to limit weight of water to be carried, and what should be transferred by pump. Guest had not taken EH&S 52 Worksmart Ergonomics, and signed up for class. Division staff should be reminded that students and guests require extra guidance regarding EH&S training, on-the-job training and safety culture at LBNL. This should be a topic in ESD's next ES&H newsletter.

Other Items:

3. **Minutes approved (via email after meeting).** Jil and Tim still need to test out the new Hazard Management System to see what kind of guidance is needed for lab staff to complete, and Safety Committee needs to develop plan to update HMS division-wide.
4. **New Committee Membership** – The membership of the Safety Committee will change effective Jan 1. Vivi will be the committee chair, Eoin Brodie, Cristina Castanha, Nic Spycher, Barry Freifeld (with Paul Cook as a backup) and Carl Steefel will be joining the committee, Tom Daley will be leaving the committee.
5. **Lack of JHQ/Training for Guests, GSRAs, others** – Vivi will be getting the statistics on employees who have not completed their JHQs and training. She will talk to supervisors and assess the reasons for the lack of completion, and report findings to Don.
6. **Job Hazard Analysis (JHA) Update:** The JHA was described and task-based groupings will streamline the process. Vivi and Jil will be meeting with EHS and ESD representatives to discuss how to define groups, work leaders, etc in ways that make sense to the division. This proposal will be reviewed by the Safety Committee, and then by Division Council. John Seabury will be invited to future Safety Committee meeting to give a 15 minute presentation.
7. **Lab Safety Review Committee Update** - A. Electrical Inspection: Planning ongoing for survey of electrical items that are not tagged as NRTL. The threshold is 50 V, however the threshold amperage is not known (Seiji will inquire). The Divisions are supposed to pay for the time for these surveys. B. Subcontractor Safety: MSD has developed a lessons-learned and a work permitting process from their experience with the mercury spill. Each division is responsible for issuing work permits with support from EH&S. **Estimate is that process will require 2 FTEs per division.** Subcontractors performing non-construction work will be required to take the JHA.
8. **Division and Dept Head Walkthroughs** – Vivi reported that LLPI monthly walkthroughs have started. She will propose to Division Council that in January the Department Heads will perform their walkthroughs, and can communicate issues such as all getting training completed. In March the Division Director will perform his walkthrough.
9. **SA Validation Report** – The Office of Contract Assurance was pleased with ESD's Self-Assessment Report. Areas for improvement, and CATs items were noted.
10. **New Projects**—Not reported

The meeting was adjourned.

Meeting minutes reviewed and approved by T. Kneafsey, G. Geller, T. Daley, R. Connely & S. Nakagawa on 01/09/08.